

## Questions and Answers Submitted for the RFP

### Contract: G14PS00153

- 1. Question:** Section L.19, p.72: The text states, “If a hand carried proposal is inadequately marked or is delivered to a location other than the building and room specified in the solicitation, such mismarking and/or misdelivery will be presumed to be the primary cause if the proposal is not received at the specified location by the specified date and time.” The solicitation does not specify the precise building and/or room number for the Sioux Falls, SD and Reston, VA delivery locations. Please provide the exact building and room number information to ensure adequate delivery of the bids/proposals.

#### **Government’s Response:**

For proposals hand carried to Reston facility:

Building: National Center (12201 Sunrise Valley Drive, Reston, VA)

Room: 6A335 Contact: Jasmine Lynch or Robin Doyle

For proposals hand carried to EROS facility:

Building: Mundt Federal Building (47914 252<sup>nd</sup> Street, Sioux Falls, SD)

Room: 1339 Contact: Ryan Collier

- 2. Question:** Section L.24, Factor C, p.77: The text states that past performance information is required “for each contract reference cited in Factors A [Technical Management Practices] and B [Management Plan].” In the Section L instructions, the government does not request past performance information or contract references for either Factor A or B. Instead, the government asks for corporate experience projects in Factor F.

Please confirm this should read “for each contract reference cited in Factor F [Corporate Experience].”

**Government’s Response:** If the Offeror references other contract work in sections A and B, the past performance section C should include those references as well. Section F may include any references on current contracts performed by the offeror or its proposed significant subcontractors for efforts similar and relevant to the requirements of the RFP. These may be the same as section C or different.

- 3. Question:** Section L.23, Factor G, p.74: The Table lists a 20 Page Limit. Respectfully request the page limit be eliminated to allow flexibility for bidders to propose multiple fringe pools, as well as to allow space to include compensation plans that are required for subcontractors providing a “meaningful number of employees”.

**Government's Response:** Yes and see RFP for removal of page limit.

4. **Question:** Section L.25, Factor E, p.79: The text states, "A copy of the current approved master Subcontracting Plan, or a new plan specifically developed for this solicitation shall be submitted in Volume III." The Business Management Proposal Instructions are provided for Volume II. However the referenced text describes the submission as being part of Volume III. Please clarify if the material shall be submitted in Volume II or Volume III.

**Government's Response:** Please see corrected version. This should read Volume II.

5. **Question:** Section L.25, Factor G, p.80: The text states, "The salaries proposed shall track back to the cost proposal submitted under Volume III, above. " The Business Management Proposal Instructions are provided for Volume II. However the referenced text describes the submission as being part of Volume III. Please clarify if the material shall be submitted in Volume II or Volume III.

**Government's Response:** Please see corrected version. This should read Volume II.

6. **Question:** Section M.6, Factor E, p.87: The text states, "Plans should reflect a small business subcontracting goal of at least 25% for each year of proposed performance." Please clarify if the 25% subcontracting goal refers to percentage of dollars subcontracted or percentage of total contract dollar value.

**Government's Response:** The 25% small business subcontracting goal is intended for the total contract dollar value per year.

7. **Question:** Section L.25, Factor D, p.79: The text states, "Describe how your company will satisfy specific requirements in the performance work statement for licenses, professional certifications, or permits." Please specify where the specific requirements are located within the performance work statement for licenses, professional certifications, or permits.

**Government's Response:** There are no specific requirements in the performance work statement. However, any staff or contract labor categories that require certifications or licenses (i.e., project management certification, specific network certification, or data base certification) to accomplish specific work should be included.

8. **Question:** Section L.18, p.71: Requirements for the Sample Task Orders (STO) include a schedule. "It is requested that the schedule be provided in softcopy using Microsoft Project." However, delivery instructions indicate that no electronic copies of the proposal will be delivered to EROS – only one email copy to USGS in Reston. Evaluators at EROS will not receive a softcopy version of the STO schedules. Recommend L.18 be modified to include one electronic copy of the proposal delivered to EROS in Sioux Falls.

**Government's Response:** The CO will provide electronic copies, as necessary, to the evaluators.

9. **Question:** Section L.25, p.79: According to the Government's response to Draft RFP Question 21 "The vendor is often requested to purchase equipment, software, and maintenance licensing, etc., on behalf of the Government under delineated task orders." Therefore we assume that the offeror must have proof of an approved purchasing system prior to the award of the TSSC contract in order to meet USGS requirements. Please verify that this is correct.
- If this is correct, will RFP L.25, Factor D, item 16) (page 79) be revised to include language that states the offeror must provide proof that its purchasing system has been approved prior to award?

**Government's Response:** Please provide "proof of an approved accounting system and approved purchasing system" with the RFP or at time of award.

10. **Question:** Section L.25, p.80: RFP L.25, Factor F, item a) (page 80) defines significant subcontractors as those who are performing at least 20% of the proposed labor hours. RFP L.26 b (5) (page 82) defines "Substantial" subcontracts as 25% of the contract value.
- Because the 20% and 25% thresholds for reporting subcontractor pricing are relatively high, the offeror could present extensive subcontractor qualifications in the technical proposal and not include the subcontractors in pricing. Would the government consider lowering the threshold for providing subcontractor pricing information to 15% of the proposed labor hours to ensure subcontractor costs are more fully represented in the offerors' bid?
  - Given that offerors are only required to propose labor hours and costs for the sample task orders, how will the Government determine if subcontractors are proposed at the 20% or 25% thresholds?
  - Will the Personnel Availability Chart, RFP L.25, D.12 be used to approximate subcontractor participation at 20%?
  - Will the government confirm that 20% of proposed labor hours represents 20% of the proposed labor hours for the expected total contract value, and that 25% of the contract value represents 25% of the expected total contract value?
  - Will the government consider standardizing the definition of "Significant" and "Substantial" for consistency and clarity?

**Government's Response:**

- No
- The Government will be evaluating the sample task orders as indicated under Sections L and M. Subcontracting goals will not be determined under sample task orders. The subcontracting goals will be determined under Factor F.
- No
- See question #6.
- No

- 11. Question:** Section L.25, p.78: Does the Gov't want ALL subcontractors to submit sealed packages that comply with the instructions in L.25 on page 78 of the RFP, or only those that are 25% of the contract value or more as indicated in L.26 on page 82 of the RFP?

**Government's Response:** Both and see revised RFP under L.26 that has been changed to "(25% percent of the estimated contract value or \$25,000, whichever is less)"

- 12. Question:** Section L.25, D.12: We assume that the "Personnel availability chart (chart reflecting availability of personnel dedicated to the contract and percentage of work to be accomplished by prime and subcontractors by labor category)." (RFP L.25, D.12) should include estimated personnel needed to fully staff the contract at the Government's estimate of 332 FTE (provided on Industry Day). Is that correct?

**Government's Response:** Yes.

- 13. Question:** Section L.18, p.17 and L.19, p.72: Section L.19 on page 72 of the RFP states "If you use an overnight delivery service, make sure the service will deliver the package to the specified room location." Yet, in section L.18, no room number or room location is provided for Ryan Collier. Is there a room number/location for Mr. Collier at the Earth Resources Observation and Science (EROS) Center in Sioux Falls, South Dakota?

**Government's Response:** See question #1.

- 14. Question:** Section F.8.2, p.21 and L.24, p.76: Section F.8.2 on page 21 states "monthly status report... shall be limited to two (2) pages per TO." However, Section L.24, A-2.3 asks for a "sample Monthly Status Report... limited to 3 pages." Please clarify the number of pages required for the contract and for the proposal.

**Government's Response:** The Monthly Status Reports in F.8.2 are intended for the CO/COR for brief, overall status of work once the contract is awarded. A sample of this is not required in the proposal. Each Task Order will likely require a more detailed monthly report as represented in L.24, Sample Task #2 (A-2.3).

- 15. Question:** Section L.24, p.76: Sample task orders #1 and #2 both ask for a sample Monthly Status Report. Sample task order #1 is page limited to 10 pages. Sample task #2 is also page limited to 10 pages, but, in this case, the page limit "does not include the Monthly Status Report." Can we exclude the sample report for sample task #1 from the page limit?

**Government's Response:** Sample task plans for *each* of the sample task (#1-3) are limited to 10 pages. Sample Task #1 has an additional page limit of 10 for the representative review process, deliverables and sample Monthly Project Status Review as outlined in the sample task order. Sample Task #2 allows an additional 3 pages for a sample Monthly Status Report. Sample Task #3 only requires the sample task plan.

**16. Question:** Section L.24, p.76: Sample task orders #1 and #2 both ask for a sample Monthly Status Report. Please confirm that this is not required for Sample Task Order #3. If required, we would assume it is excluded from the page count.

**Government's Response:** A sample Monthly Status Report is not required for Sample Task Order #3.

**17. Question:** SF33 and Section F.3: Section F.3 is inconsistent with the Period of Performance reflected in the SF33 / CLIN Letter area. F.3 states May 1; SF33 states 06/01. Please clarify the correct Period of Performance.

**Government's Response:** The contract's period of performance is 6/1/2015 through 5/31/2020. The transition period is two (2) months and within the transition period the task orders will be issued. The period of performance for the task orders are to be determined after contract award. However, the task orders will have a period of performance of twelve (12) months.

**18. Question:** Section I.4: This section currently mimics the timelines in Section F.3 but is inconsistent with the cover letter / CLIN section. Please clarify the correct Period of Performance.

**Government's Response:** Please see question #17.

**19. Question:** Section L.25, p.79-80: Factors E and G reference the volume number as Volume III as opposed to Volume II. Please confirm that Factors E and G are to be included in Volume II and that there is not a requirement for a Volume III.

**Government's Response:** See questions #4 and #5.

**20. Question:** Section L.25, Factor D Item 5, p.78: Will the Government provide historical or estimated annual dollar amounts and transaction volumes for travel and Other Direct Costs (ODCs)?

**Government's Response:** The Government does not have this historical data available.

**21. Question:** Section L.23, Ref. D.5: Shall offerors submit a complete pricing model for the entire 5 year period of performance, including all labor hours and elements of cost/price across the entire scope of work?

**Government's Response:** This is a performance-based, Indefinite Delivery/Indefinite Quantity effort and the offeror should identify the labor categories/position descriptions, labor rates to complete the body of work for all work, which is identified in the Reading Room.

**22. Question:** Section L.25, Factor D Item 3: Aside from the indirect billing and ceiling rates fill-ins contained in Section B.1, shall offerors provide any other information in Section B? Shall offerors provide cost/fee and FFP values for supplies/services on the SF33 continuation pages for contract line items?

**Government's Response:** No

**23. Question:** Section L.25, Factor D Item 5: Shall offerors also provide estimated labor hours per period of performance and contract line item, including cost/price extensions, subtotals, and totals? “ODCs (material, equipment, supplies, travel, etc.), subcontracting, escalation factors and any fee(s).” Shall offerors provide cost/price extensions, subtotals and totals per period of performance and contract line item? Shall fee/profit be presented separately for each contract line item?

**Government’s Response:** Pricing including cost/price extensions, ODCs (material, equipment, supplies, travel, etc.), subcontracting, escalation factors and any fee(s) should be provided for the sample task orders.

No pricing is necessary for the CLIN structure in the SF33.

Fee/profit with ceilings for all contract years should be listed under Section B.2.

**24. Question:** Section L.26: Shall offerors submit a Certificate of Current Cost or Pricing Data” per FAR 15.406-2?

**Government’s Response:** Yes

**25. Question:** It is our understanding that the Transition Period of Performance is May 1, 2015 to June 30, 2015 and Operations occur from July 1, 2015 to June 30, 2020. Please clarify the following references.

- a. Standard Form 33, Schedule, June 1, 2015 – May 31, 2020
- b. F.3 Page 19, Period of Performance, is May 1, 2015 – April 30, 2020
- c. I.4 Page 50, Ordering, is July 1, 2015 – June 30, 2020
- d. L.17 Page 71, Estimated Award Date, is between May 1, 2015 and July 1, 2015

What is the Period of Performance against which the Cost should be estimated?

**Government’s Response:** See question 17. However, sample task orders should be priced/cost for one (1) year period of performance. Task order start dates may begin any time as task orders are approved.

**26. Question:** Section C.7, p.14: Telework and Off-Site Employees, Costs for network access or other facility costs are “not considered an allowable expense.” As per the FAR, “not allowable” is considered an “unallowable” cost. Does the Government mean that facility costs for direct personnel are not billable to this contract? If this is the case, can the Government clarify the statement?

**Government’s Response:** We will pay the approved OH/G&A rate for off-site employees. However, we do not reimburse personal expenses of a teleworking contractor such as their home internet access, utilities, etc.

**27. Question:** p.73: Is Section K required for all subs or just significant subs?

**Government’s Response:** All subcontractors.

**28. Question:** p.83: D.6: Is a Small Business Subcontracting Plan required for all large business subs or just large business significant subs with a value of over \$650,000?

**Government's Response:** A large significant subcontractor with a value of over \$650,000.00.

**29. Question:** p.74: VOLUME II: Business Management Format, Factor F: Corporate Experience, 2 page limits. Do you have template for it or should I wait for data call?

**Government's Response:** The two (2) page limit is for each reference Corporate Experience.

**30. Question:** p.79: Subfactor D.11: Are Teaming Agreements required to be included for all subs or just significant subs?

**Government's Response:** If an offeror will be "Teaming" or "Partnering" with another offeror, pricing/cost should be submitted by both vendors.

**31. Question:** Section L.24, p.74 and Section L.26, p.81: Given that some company's standard accounting practices are to treat program management office labor as a direct costs while others' are to treat them as indirect costs, will the Government allow Offerors to bid their Program Management Office labor according to their disclosed accounting and estimating procedures?

Also, given that there are key position requirements for positions that are typically considered Project Management Office categories, are those positions considered to be direct labor costs to the contract?

**Government's Response:** The Offeror should clearly indicate how Program Management Office costs will be billed to the contract.

**32. Question:** Section L.17, p.71 and Section F.3, p.19 and SF-33: Each of the three referenced sections provides a different Period of Performance for the resulting contract. Section L states: "The estimated award date for this acquisition is May 1, 2015 with a period of performance to begin no later than July 1, 2015". Section F states: "Period of Performance: 06/01/2015 to 05/31/2020". The SF-33 states: "The period of performance of this contract shall be from May 1, 2015 through April 30, 2020".

In order to properly develop Sample Task Schedules, including the Transition Task schedule, will the government provide a precise period of performance including start date and duration of the Transition Period?

**Government's Response:** See questions #17 and #22.